

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-104-81-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

The agency is no longer using the form scheduled under item 1. Item 2 on this schedule was superseded by N1-104-99-001 (item 4).

Date Reported: 4/7/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Read NCO 71 Dec 80

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCl-104-81-1

DATE RECEIVED

January 28, 1981

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2. MAJOR SUBDIVISION
Bureau of the Mint

3. MINOR SUBDIVISION
All field offices

4. NAME OF PERSON WITH WHOM TO CONFER
Lois O'Mara

5. TEL. EXT.
376-0617

3-2-81
Date

Richard W. Vance
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 12/17/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sheela Acharya</i>	E. TITLE Director of the Mint
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Labor Distribution Worksheet and Recap Sheet, Mint Form 4001. Completed copies, retained by the Time and Attendance Clerk after submitting the bi-weekly time and attendance report. Destroy when 6 months old.		
2.	Official Joint Seals, after removal from compartment or vault. Destroy when superseded or obsolete. Transfer to a Federal Records Center is not authorized.		2 items

115-107

Closed Out: 3-5-81: K.T.D.
Copy sent to Agency & NNF

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4